



Budget Manager Training

September 2024

COLLEGE OF

MARIN

Overview

- **Section One - The Basics: District Accounting Overview**
- **Section Two - The Budget Process Overview**
- **Section Three - Budget Development**
- **Section Four - Quarterly Budget Monitoring**
- **Section Five - Resources**

Section One:

The Basics: District Accounting Overview



The "FOAP"



- We use the Chart of Account segments, known as the "FOAP" for the following purposes:
- Track expenditures in accordance with the Chancellor's Office Budget and Accounting Manual (BAM)
- Provide the means for developing various reports required by the Chancellor's Office
- Provide the basis for external financial reporting
- Facilitate internal operational management
- **Reminder: All incoming and outgoing dollars must have a FOAP.**
- **Reminder: Transactions must be coded based on the nature of the activity.**

The “Fund”

The Fund is a five-digit code that identifies a self-balancing set of accounts and identifies the source of monies and ownership. Balance sheets and revenue and expenditure reports may be produced for any fund, which can be unrestricted or restricted. Note: Foundation funds are alpha-numeric, six-position codes. The district maintains hundreds of funds, but listed below are the most commonly-used funds.

<u>District Fund</u>	<u>District Contact</u>
11100 - Unrestricted General Fund	Michelle Greitzer
11400 - Community Education and Services	Brianna Haggitt
12xxx - Restricted General Funds	Samantha Jackson & Brianna Haggitt
33100 - Child Development Fund	Samantha Jackson
34100 - IVC Organic Farm Fund	Brianna Haggitt
41XXX - Capital Outlay Funds	Brianna Haggitt
43X00 - Capital Outlay Fund for Measure B Bond Funds	Tony Clark
79xxxx - Foundation Funds	Brianna Haggitt

Reminder: All budget transfers must be *within the same fund*.

The “Organization”

The Organization is usually a five digit code that identifies a unit of budgetary responsibility or departments within an institution. It is normally used to define “who” spends the money. Here are the core Organization codes:

- 20xxx = Student Learning
- 21xxx = Arts and Humanities
- 22xxx = Math and Science
- 23xxx = Workforce Development
- 233xx = Health Sciences
- 24xxx = Enrollment Services
- 25xxx = Student Development, Special Services, Child Development, and Early Childhood Education
- 26xxx = Learning Resources
- 27xxx = Academic Services and Articulation
- 28xxx = Community Services & International
- 29xxx = Academic Senate
- The district has many other Organization codes to track financial activity.
- Some “Org” codes, which are mainly used for capital outlay and project accounting, are alpha-numeric and include a sixth position.
- **Reminder: Discretionary budget transfers may occur between different Organizations but must remain within the same Fund.**

The “Account”

The Account is a five-digit code that identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (revenues, expenditures, transfers). The account is a line-item within an institution’s financial structure:

- 1xxxx Faculty Salaries
 - 11xxx = Full Time Instructional
 - 12xxx = Full Time Non-Instructional
 - 13xxx = PT Instructional & Overload
 - 14xxx = PT Non-Instructional & Overload
- 2xxxx Classified Salaries
 - 21xxx = Permanent Non-Instructional
 - 22xxx = Permanent Instructional
 - 23xxx = Hourly Non-Instructional
 - 24xxx = Hourly Instructional
- 3xxxx Benefits (Pension, Health & Welfare, Payroll Taxes)
- 4xxxx Supplies
- 5xxxx Operating Expenditures (e.g., personal services, contract services, travel, memberships)
- 6xxxx Equipment, Library books
- 7xxxx Other Outgo

Reminder: All financial transactions must be coded based on the nature of the activity and not where budget may reside.

Discretionary Accounts

Account codes determine which expenditures are under the discretionary control of Budget Managers. The District considers the following accounts discretionary in the Unrestricted General Fund:

- 211xx - Classified Non-Instructional Overtime
- 221xx - Classified Instructional Aides Overtime
- 23xxx - Part Time Hourly Non-Instructional
- 24xxx - Part Time Hourly Instructional
- 4xxxx - Supplies
- 5xxxx - Other Operating Expenditures
- 6xxxx - Equipment, Library books

Reminder: The District only allows budget transfers between discretionary accounts within the same fund.

The “Program”

The Program is a six-digit code that identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. California Community Colleges follow the [Taxonomy of Programs \(TOPS\)](#) and the Administrative and Support Activities (ASA) codes as defined by the California Community Colleges Chancellor's Office. Instructional program codes are assigned for each course, and can be obtained from the Office of Instructional Management (OIM) for specific courses.

INSTRUCTIONAL ACTIVITIES - Begin with the following:

01	Agriculture and Natural Resources	13	Family and Consumer Services
02	Architecture and Environmental Design	14	Law
03	Environmental Sciences & Technologies	15	Humanities
04	Biological Sciences	16	Library Science
05	Business and Management	17	Mathematics
06	Media and Communications	18	Military Studies
07	Information Technology	19	Physical Sciences
08	Education	20	Psychology
09	Engineering and Industrial Technologies	21	Public and Protective Services
10	Fine and Applied Arts	22	Social Sciences
11	Foreign Language	30	Commercial Services
12	Health	49	Interdisciplinary Studies

The “Program”

ADMINISTRATIVE ACTIVITIES - Begin with the following:

60xxxx	Instructional and Administration and Instructional Governance	67xxxx	General Institutional Support Services
61xxxx	Instructional Support Services	68xxxx	Community Service/Economic Development
62xxxx	Admissions and Records	69xxxx	Ancillary Services
63xxxx	Student Counseling and Guidance	70xxxx	Auxiliary Operations
64xxxx	Other Student Services	71xxxx	Physical Property & Related Acquisitions
65xxxx	Operation and Maintenance of Plant	72xxxx	Long-Term Debt and Other Financing
66xxxx	Planning, Policy and Coordination	73xxxx	Transfers, Student Aid, and Other Outgo

Reminder: The Chancellor’s Office requires the use of standard Program codes for both financial and compliance reporting.

Section Two:
Budget Process
Overview



Budget Process Overview

The Director of Fiscal Services distributes memorandums to Budget Managers to outline the budget requirements, direction, and timeframe for the subsequent fiscal year.

Fiscal Services works with the Human Resources and Information Technology departments to load permanent staff into the Budget Builder. Data is taken directly from current Banner positions.

Budget Managers review permanent staff and corresponding FOAP coding for accuracy.

Budget Managers and approved department staff input the allocated discretionary dollars into the Budget Builder and balance the total allocated discretionary budget between their Organizations.

Total discretionary dollars may be allocated among all Organizations under a single Budget Manager.

Once Budget Builder Closes:

1. Fiscal Services consolidates the Budget Builder results for the entire district.
2. Senior Management reviews the Tentative Budget and directs final adjustments.
3. Fiscal Services prepares the Tentative Budget document for the June Board of Trustees' meeting.
4. Senior Management directs Fiscal Services on updates for the Adoption Budget presented at the August Board of Trustees' meeting.

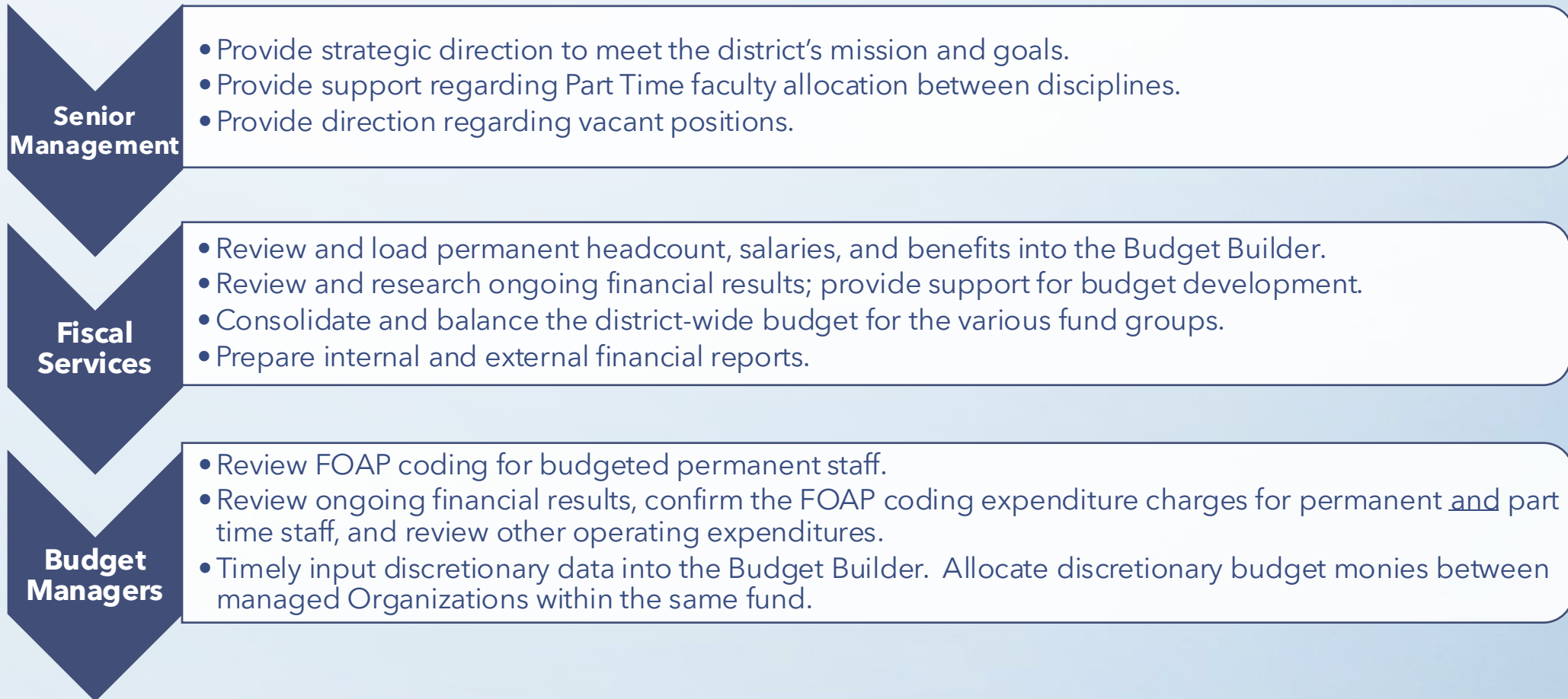
Section Three:

Budget Development



Budget and Financial Responsibilities

College of Marin teams have various budget development responsibilities:



Using the Budget Builder

The Budget Builder provides the following benefits:

- Budget Managers may input several line-item budget details within a specific budget FOAP.
- Drill-down capability on the “Actual” column to view employee-level entries from the payroll system.
- Is available throughout the year for Budget Managers to review budget details.

To access the Budget Builder:

- Log onto the MyCOM portal using your College of Marin network credentials.
- On the Finance Dashboard under the Miscellaneous section, click on the “Budget Builder” link.
- Alternatively, you may access the Budget Builder portal directly via <https://netapps.marin.edu/Portal/Budget/BudgetBuilder.aspx>.

Notes: Fiscal Services will provide individual demonstrations and hands-on training to Budget Managers for data entry.

Allocating Your Discretionary Budget

- Budget Managers should allocate discretionary dollars between Organization codes within the same fund.
- In other words, if a Budget Manager has two Organizations under management, then the manager may allocate the discretionary budget between the two Organization Codes.
- With advanced planning, Budget Managers should try to anticipate FOAP-level expenditures to minimize the need for subsequent budget transfers.
- The idea is to plan ahead as much as possible so funds are available in the correct FOAP when needed, and so Budget Managers have a basis for providing comments during quarterly reviews.

Reminder: After the start of the new fiscal year, budget transfers would be needed to reallocate discretionary funds within the same fund.

Sample Budget Allocation

Here's an example of a year-over-year discretionary budget allocation between Org codes within the same fund, assuming the Budget Manager has \$10,000 to allocate in each Fiscal Year,

Account Title	FOAP	FY25, Org 31001	FY25, Org 31002	FY25 Total	FY26, Org 31001	FY26, Org 31002	FY26 Total
CSEA Overtime	11100-31001-21000-672000	\$ 500		\$ 500	\$ 650		\$ 650
CSEA Overtime	11100-31002-21000-672000		800	800		200	200
Part Time Salary Student	11100-31001-23010-672000	1,400		1,400	800		800
Part Time Salary Student	11100-31002-23010-672000		1,200	1,200		900	900
Other Supplies	11100-31001-45000-672000	3,500		3,500	3,900		3,900
Other Supplies	11100-31002-45000-672000		1,840	1,840		2,150	2,150
Travel and Conference	11100-31001-52000-672000	560		560	700		700
Travel and Conference	11100-31002-52000-672000		200	200		700	700
TOTAL DISCRETIONARY BUDGET		\$ 5,960	\$ 4,040	\$ 10,000	\$ 6,050	\$ 3,950	\$ 10,000

- Reviewing actual expenditures by FOAP should help determine how to allocate your budget for the following year. In addition, planning for new activity in the new budget year will reduce subsequent budget transfers.
- For the Unrestricted General Fund (Fund 11100), the Budget Manager has latitude to allocate discretionary budget dollars between discretionary Accounts and between Organizations.

Section Four:

Quarterly Budget Monitoring



Tools For Monitoring Financial Activity

Banner Self Service (Banner SSB)

- This is the Banner module we each use daily to review Fund, Organization, Account, and Program activity. We also use this module to initiate and approve budget transfers and purchase requisitions.

- Users may drill down in Banner

Quarterly Search Report

- This report provides summarized financial information based on the Funds and Org codes selected. Accessing the Quarterly Search Report is similar to accessing the Budget Builder:
- Log onto the MyCOM portal using your district network credentials. Under the Finance Dashboard-

Budget Builder

- The annual budget memorandum will provide the timeframe of key-entry into the Budget Builder. However, the Budget Builder is open throughout the year for review and analysis. Users may review both actual and budgeted employee-level data, as well as actual data from the previous

General Budgeting Notes

- If a particular FOAP combination does not display in the Budget Builder when entering your budget details, then please contact the assigned fund Accountant to activate the FOAP. Only FOAPs used in the current year display in the Budget Builder. Fiscal Services would need to make a coding adjustment in the current fiscal year should a desired FOAP not display in budget fiscal year the Budget Builder tool.
- Please contact Fiscal Services for any general or Budget Builder specific questions.
- Instructional supplies/materials should only be budgeted in Fund 12400 - Prop 20 Lottery Fund.
- For the Unrestricted General Fund 11100, Part-Time Faculty dollars will be budgeted by district management.
- Fiscal Services works with the Information Technology department during the last week in June to load the Tentative Budget into Banner before the beginning of the new fiscal year. After the Board of Trustees approves the Adoption Budget, the Tentative Budget is reversed in Banner and then the Adoption Budget is loaded into Banner. On a line by line, FOAP, basis, the Tentative Budget may vary from the Adoption Budget details. Budget Managers should review their final Adoption Budget in Banner SSB.
- After the Board of Trustees approves the Adoption Budget, Budget Builder details are available to facilitate review and tracking.

Section Five:
Resources



Resources

- SSB Banner User Guide
<https://mycom.marin.edu/unified-mydrive/open/file/download/marinprod/669edec8888a2e00189794c4/latest>
- Fiscal Services site and Frequently Asked Questions
<https://fiscal.marin.edu/>
- California Community Colleges Chancellor's Office - Budget and Accounting Manual
<https://www.cccco.edu/-/media/CCCCO-Website/Files/Finance-and-Facilities/budget-and-accounting-manual-2012-edition-ada.ashx>
- Taxonomy of Programs Guide
http://www.marin.edu/WORD-PPT/TOPmanual6_2009_09corrected_12.5.13.pdf